



HIPAA NOTICE OF PRIVACY PRACTICES

This notice describes **YOUR RIGHTS** regarding Medical/Dental Information about you. About how it may be used and/or disclosed and how you can get access to this information. **PLEASE REVIEW IT CAREFULLY.**

WHO WILL FOLLOW THIS NOTICE? This notice describes Roberts Family Dental, P.C.’s (herein known as “the Practice” or “RFD”) practices and that of:

- All departments and units of the Practice, including outpatient facilities.
- Any health care professional authorized to enter information into your chart, including members of the Practice.
- Any member(s) of a volunteer group we allow to help you while you’re are in the Practice.

The Practice, its Associate Dentists and other Medical/Dental Staff members operate as an organized healthcare arrangement and are presenting this document as a joint notice of privacy practices. Although the Practice, its Associate Dentists and other Medical/Dental Staff members have established an organized healthcare arrangement for purposes of complying with privacy laws, Associate Doctors remain independent contractors. All these entities, sites and locations follow the terms of this notice. In addition, these entities, sites and locations may share medical/dental information with each other for treatment, payment or health care operations purposes described in this notice.

OUR PLEDGE: We understand that Medical/Dental information about you and your health is personal. We are committed to protecting Medical/Dental information about you. We create a record of the care and services you receive at the Practice. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by the Practice whether made by the Practice personnel or your personal doctor. This notice will tell you about the ways in which we may use and disclose Medical/Dental information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of Medical/Dental information. We are required by law to: make sure that Medical/Dental information that identifies you is kept private; give you this notice of our legal duties and privacy practices with respect to Medical/Dental information about you; and follow the terms of the notice that is currently in effect

YOUR RIGHTS: You have the following rights regarding the medical/dental information we maintain about you:
RIGHT TO INSPECT AND COPY: You have the right to inspect and copy medical/dental information that may be used to make decisions about your care. If you are a current patient, you should notify the front desk staff and complete the required form. If you are no longer a patient, you should contact the Director of Health Information Services in writing, at the appropriate service location (as listed at the end of this Notice) to obtain and complete the required form. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request. We may deny your request to inspect and copy in certain limited circumstances. If you are denied access to medical/dental information, you may request that the denial be reviewed. Another licensed health care professional chosen by Practice will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

RIGHT TO A PAPER COPY OF THIS NOTICE: You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. To obtain a paper copy of this notice, you may contact Roberts Family Dental, P.C., Attn: Patient Access Department Manager; PO Box 370777, Decatur, GA 30037-0777.

RIGHT TO AMEND: If you are a current patient and feel that medical/dental information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the Practice. If you are no longer a patient, you should contact the Director of Health Information Services in writing, at the appropriate service location (as listed at the end of this Notice) to obtain and complete the required form. In addition, you must provide a reason that supports your request. We may deny your request for an amendment if it is not in writing or does not include a reason to

support the request. In addition, we may deny request if you ask us to amend information that: Was not created by us, unless the person or entity that created the information is no longer available to make the amendment; Is not part of the medical/dental information kept by or for the Practice; Is not part of the information which you would be permitted to inspect and copy; or Is accurate and complete.

RIGHT TO AN ACCOUNTING OF DISCLOSURES: You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of medical/dental information about you other than our own uses for treatment, payment and health care operations, as those functions are described above. To request this list or accounting of disclosures, you should contact the Director of Health Information Services in writing, at the appropriate location (as listed at the end of this Notice) to obtain and complete the required form. Your request must state a time period which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a 12-monthth period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

RIGHT TO REQUEST RESTRICTIONS: You have the right to request a restriction or limitation medical/dental information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the medical/dental information we about you to someone who is involved in your care or the payment for your care. Because any restrictions of your information may hinder the quality of care provided facility, according to the law, we reserve the right to deny your request. To request restrictions, you should contact the Director of Health Information Services at the appropriate service location (as listed at the end of this Notice) to obtain and complete the required form. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to you want the limits to apply, for example, disclosures to your spouse. To be binding, any agreement to comply with special restrictions must be in writing signed by the Director of Health Information Services.

RIGHT TO REQUEST CONFIDENTIAL COMMUNICATIONS: You have the right to request that we communicate with you about medical/dental matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. To request confidential communications, you must make your request in writing to Roberts Family Dental, P.C., Attn: Patient Access Department Manager, PO Box 370777, Decatur, GA 30037-0777. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

HOW WE MAY USE AND DISCLOSE Medical/Dental INFORMATIONABOUT YOU: The following categories describe different ways that we use and disclose Medical/Dental information. For each category of uses or disclosures, we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

FOR TREATMENT: We may use Medical/Dental information about you to provide you with dental treatment or services. We may disclose Medical/Dental information about you to doctors, hygienists, technicians, dental students, or other The Practice personnel who are involved in taking care of you. For example, a doctor treating you for periodontal problems or oral surgery may need to know if you have diabetes because diabetes may slow the healing process. Different departments of The Practice also may share Medical/Dental information about you in order to coordinate the different things you need, such as prescriptions, lab work and x-rays. We also may disclose Medical/Dental information about you to people outside The Practice who may be involved in your Medical/Dental care after you leave Roberts Family Dental, P.C., such as family members, clergy or others we use to provide services that are part of your care.

FOR PAYMENT: We may use and disclose Medical/Dental information about your treatment and services to bill and collect from you, your insurance company or a third party payer. For example, we may need to give your health plan information about your surgery so that they will pay us or reimburse you for the surgery. We may also tell your health plan about a treatment you are going to receive to determine whether your plan will cover it.



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FOR HEALTH CARE OPERATIONS: We may use and disclose Medical/Dental information about you for The Practice operations. These uses and disclosures are necessary to run The Practice and make sure that all of our patients receive quality care. (For example, in the course of quality assurance and utilization review activities, we may use Medical/Dental information to review our treatment and services and to evaluate the performance of our staff in caring for you. Some of these reviews may be conducted by independent physicians who are not The Practice employees. We may also disclose information to doctors, nurses, technicians, Medical/Dental students, and other The Practice personnel for review and learning purposes. We may also combine the Medical/Dental information we have with Medical/Dental information from other practices to see where we can make improvements. We may remove information that identifies you from this set of Medical/Dental information to protect your privacy.

FOR APPOINTMENT REMINDERS: We may use and disclose Medical/Dental information to contact you as a reminder that you have an appointment for dental treatment at the Practice.

TREATMENT ALTERNATIVES: We may use and disclose Medical/Dental information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

HEALTH-RELATED BENEFITS AND SERVICES: We may use and disclose Medical/Dental information to tell you about health-related benefits or services that may be of interest to you.

INDIVIDUALS INVOLVED IN YOUR CARE OR PAYMENT FOR YOUR CARE: We may release Medical/Dental information about you to a friend or family member who is involved in your Medical/Dental care. We may also give information to someone who helps pay for your care. In addition, we may disclose Medical/Dental information about you to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location.

BUSINESS ASSOCIATES: There are some services provided in the Practice through contracts with business associates. One example is the copy service we use when making copies of your health record. When these services are contracted, we may disclose your healthcare information to our business associate so that they can perform the job we have asked them to do. To protect your health information, however, we require the business associate to appropriately safeguard your information. As Required By Law: We will disclose Medical/Dental information about you when required to do so by federal, state or local law.

TO AVERT A SERIOUS THREAT TO HEALTH OR SAFETY: We may use and disclose Medical/Dental information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

SPECIAL SITUATIONS:

MILITARY AND VETERANS: If you are a member of the armed forces, we may release Medical/Dental information about you as required by military command authorities. We may also release Medical/Dental information about foreign military personnel to the appropriate foreign military authority.

NATIONAL SECURITY AND INTELLIGENCE ACTIVITIES: We may release Medical/Dental information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

PROTECTIVE SERVICES FOR THE PRESIDENT AND OTHERS: We may disclose Medical/Dental information about you to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.

WORKERS' COMPENSATION: We may release Medical/Dental information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness. Your written authorization to this release is required, however, if you do not consent to release of information, your workers' compensation benefits may be denied and you will be responsible for the costs of your Medical/Dental care.

PUBLIC HEALTH RISKS: We may disclose Medical/Dental information about you for public health activities; these activities generally include the following:

- To prevent or control disease, injury or disability; to report births and deaths;
- To report the abuse or neglect of children, elders and dependent adults;
- To report reactions to medications or problems with products;
- To notify people of recalls of products they may be using;
- To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;

HEALTH OVERSIGHT ACTIVITIES: We may disclose Medical/Dental information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws. **Lawsuits and Disputes:** If you are involved in a lawsuit or a dispute, we may disclose Medical/Dental information about you in response to a court or administrative order. We may also disclose Medical/Dental information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request (which may include written notice to you) or to obtain an order protecting the information requested.

LAW ENFORCEMENT: We may release Medical/Dental information if asked to do so by a law enforcement official. In response to a court order, subpoena, warrant, summons or similar process; To identify or locate a suspect, fugitive, material witness, or missing person; About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement; About a death we believe may be the result of criminal conduct; About criminal conduct at the Practice; and In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

CORONERS, MEDICAL/DENTAL EXAMINERS AND FUNERAL DIRECTORS: We may release Medical/Dental information to a coroner or Medical/Dental examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release Medical/Dental information about patients of The Practice to funeral directors as necessary to carry out their duties.

INMATES: If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release Medical/Dental information about you to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

CHANGES TO THIS NOTICE: We reserve the right to change this notice and the revised or changed notice will be effective for medical/dental information we already have about you as well as any information we receive in the future. The current notice will be posted in the Practice and will include the effective date. In addition, each time you register at or are admitted to the Practice for treatment or health care services as an inpatient or outpatient, we will offer you a copy of the current notice in effect.



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COMPLAINTS: If you believe your privacy rights have been violated, you may file a complaint with the Practice or with the Secretary of the Department of Health and Human Services. To file a complaint with the Practice, contact the Privacy Officer at your location of service (as listed below). All complaints must be submitted in writing. You will not be penalized for filing a complaint.

OTHER USES OF MEDICAL/DENTAL INFORMATION. Other uses and disclosures of medical/dental information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical/dental information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical/dental information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

HEALTH INFORMATION SERVICES CONTACT INFORMATION:

Roberts Family Dental, P.C.
Tyler Professional Building
3660 Flat Shoals Road
Decatur, GA 30034

Privacy Officer - Johnelle Roberts
Contact Phone: 404-243-0217 ext 12
Email: hipaa@robertsfamilydental.com

